

8100 PROCEDURE 390

Resource Ordering - California National Guard (CNA) Resources

(No.57 June 2015)

[\(See FC-112 - National Guard Resource Request\)](#)

[\(See HB 7700 Exhibit – Remote Sensing / Infrared Resources\)](#)

CAL FIRE may request assistance from the State of California Military Department, also known as the California National Guard (FIREScope Identifier CNA).

- Helicopters, see [HB8100p331](#)
- Modular Airborne Fire Fighting System (MAFFS), see [HB8100p327](#)
- Tanker Base (Channel Islands)
- Equipment, Overhead, Crews, Remote Sensing Platforms, and other Specialized Resources

When agency resources are drawn down to critical levels and no Call When Needed (CWN) resources meeting mission requirements are available, the use of California National Guard resources should be considered. The request for California National Guard resources may be initiated at the Unit, Region or Sacramento level.

California National Guard resources require lead time for activation. Region and Sacramento staff shall be familiar with the current “Cooperative Agreement for State of California Military Department Assets”.

For additional ordering information refer to the following [HB8500](#) Cooperative Fire California National Guard Exhibits:

- Exhibit D - Tanker Base (Channel Islands)
- Exhibit B - Ground Resources (Hand Crews, Dozers, Overhead, Equipment, Transport Vehicles)
- Exhibit C - Incident Awareness and Assessment (Remote Sensing Platforms)

Prior to activation, informal discussions should take place between Program Subject Matter Experts (SME), Sacramento and Region Personnel, and the California National Guard to ensure that the most appropriate number and type of resources are being requested. Resources **shall not be mobilized** until a formal order is processed as outlined in the procedure below.

CAL FIRE Executive approval must be obtained prior to making a request to California Office of Emergency Services (Cal OES) for California National Guard resource activation.

When the request for California National Guard resources is approved, a conference call shall be scheduled with the Regions, Sacramento and appropriate Programs to discuss at a minimum the following components of the activation: SME contact

information, ordering procedures, resource reassignments, resource limitations, deployment timeframes, and logistical support needs.

Sacramento CC shall generate separate CAL FIRE preposition numbers (CA-CDF) for each California National Guard resource kind being activated (crew, equipment, overhead, etc.).

Responsibilities and Action

Any CC

1. Place request(s) for the required resource in the Resource Ordering System of Record.
 - a. Specify resources by Kind and Type
 - i. Remote Sensing Platform requests – Order as “Service - Infrared Flight”. Special Needs: specific resource requested

Region OCC

1. Receive resource request(s) in the Resource Ordering System of Record.
2. Ensure all agency and CWN resources meeting the mission requirements are unavailable.
3. Determine if the activation of California National Guard resource is warranted due to current incident activity and/or actual or predicted conditions.
4. Contact the Region Duty Chief for approval to request activation of resource from the California National Guard.

Region Duty Chief

1. Notify the Sac Duty Chief of the request for approval to activate California National Guard resource.

Sac Duty Chief

1. Seek CAL FIRE Executive approval to request activation from Cal OES.
2. Advise both the CNR and CSR Duty Chiefs of CAL FIRE Executive decision.

3. If approved:
 - a. Advise the Sac Duty Officer
 - i. Provide SME contacts and/or information required to complete the FC-112
 - b. Notify the Cal OES Fire and Rescue Duty Officer
 - c. Schedule conference call with Region OCCs, Sac CC and appropriate programs to discuss ordering process

Sac CC

1. Receive authorization from Sac Duty Chief to proceed with request.
2. Prepare the [FC-112 \(National Guard Resource Request form\)](#).
3. Submit FC-112 to the Cal OES Fire and Rescue Duty Officer.

Note: Any change in number of the National Guard resources (cancellation of resources, additional resource order, etc.) shall require approval by CAL FIRE Executive through the Sac Duty Chief, and a new FC-112 shall be completed and processed through Cal OES.

4. Receive approved FC-112 from Cal OES containing Cal OES mission tasking number.
5. Notify Sac Duty Chief of Cal OES approval.
6. Create a preposition incident in the Resource Ordering System of Record.
 - a. CA-CDF Order number generated in the Dispatch System of Record
 - b. Incident Name – “CNA (Resource Kind), Month”
 - i. Example: “CNA Hand Crews, July”, “CNA Equipment, July”, “CNA Remote Sensing, July”

CNA is the FIREScope three-letter designator for the California National Guard.
 - c. Enter the Cal OES mission tasking number in the “Office Reference” field of the CA-CDF preposition

7. Generate the following requests on the CA-CDF preposition:
 - a. California National Guard resource listed on the FC-112 form
 - i. Special Needs: specific resource requested
 - a. Overhead name requests as provided by the Program SME
 - i. Fill, or place request to the Region OCC
8. Fill California National Guard resource request(s) with fill information provided by Cal OES in the Resource Ordering System of Record.
9. Notify the Sac Duty Chief and Region Duty Officer(s) of updates to activation status.

Region OCC

1. Place request to Sac CC for California National Guard resource in the Resource Ordering System of Record.
2. Notify Sac CC of any changes regarding California National Guard resources.

Sac CC

Once the California National Guard resource is activated:

1. Receive Order and Request from Region OCC.
2. Reassign the resource from the CA-CDF preposition to the Order/Request number of the requesting Unit.

Note: California National Guard resources shall always be returned to the CA-CDF preposition prior to being diverted or assigned to a new incident.

Unit CC

1. California National Guard resources shall always be returned to the CA-CDF preposition prior to being diverted or assigned to a new incident.
 - i. Place request to Region OCC for reassignment or divert

Region OCC

1. Notify the Liaison Officer (LNO) if activated at the Region OCC of any reassignment or divert.
2. Place requests to Sac CC for reassignment or divert.

Sac CC

1. Confirm the Liaison Officer (LNO) or the Cal OES Fire and Rescue Duty Officer is advised of any reassignment or divert to assure the Joint Operations Center is advised.

Deactivation of California National Guard Resources

Responsibilities and Action

Region OCC

1. Determine there is no longer a need for the California National Guard resource.
2. Advise Region Duty Chief.

Region Duty Chief

1. Notify the Sac Duty Chief that there is no longer a need for the California National Guard resource in their Region.

Sac Duty Chief

1. Confirm with the other Region Duty Chief that they do not have a need for the California National Guard resource.
2. If no need exists, request CAL FIRE Executive approval to deactivate California National Guard resource.
3. If approved, advise Cal OES that the California National Guard resource shall be deactivated.
4. Advise Sac CC.

Sac CC

Receive or confirm notification from the Sac Duty Chief that the California National Guard resources are to be deactivated.

1. Once a resource has returned to home base, release the resource from the preposition in the Resource Ordering System of Record.
2. Once all resources have been released close the CA-CDF preposition Incident.

3. Finalize the FC-112

- a. Ensure release times match on FC-112 and the Resource Ordering System of Record
- b. Submit to Cal OES

[\(see Next Procedure\)](#)

[\(see Handbook Table of Contents\)](#)

[\(see Forms or Form Samples\)](#)